



Central Dauphin School District  
 600 Rutherford Road  
 717-545-4703

CD Online Academy/CAOLA

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip: \_\_\_\_\_

Student's Email Address: \_\_\_\_\_ (Personal Email Account, not @cdschools.org)

Phone #: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Home School Building: \_\_\_\_\_

Guardian 1	Guardian 2
Last Name	Last Name
First Name	First Name
Email	Email
Phone	Phone
Street	Street
City	City
Zip	Zip

Was the student receiving special education services through an IEP? \_\_\_\_\_

Do you have internet access at home? \_\_\_\_\_

Do you have computer equipment at home? \_\_\_\_\_



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Central Dauphin School District Online Academy CAOLA

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**Please read through the following pages to become familiar with CAOLA.**

**Overview** The Central Dauphin School District strives to provide premier educational opportunities for all students. In addition to traditional course offerings, the Central Dauphin School District is proud to offer online learning to our elementary, middle, and high school students. Students and families will have an opportunity to discuss optimal online learning options and explore these opportunities both within and outside of the typical school day.

**Responsibilities**

I. Student Responsibilities

- a. Contact my mentor with any questions or problems while taking the course

II. Parent Responsibilities: Parents of students using online learning have a unique opportunity and responsibility to participate in the education of their children. Parents are expected to:

- a. Directly supervise their education at home
- b. Provide a physical environment conducive to their educational needs
- c. Talk with them about taking an online course and help them fill out the "Am I a Good Candidate for an Online Learning Course" questionnaire
- d. Get the information needed to log in to monitor their progress
- e. Find out the name and contact information for their mentor.
- f. Log in at least weekly to monitor their progress
- g. Assist them in complying with all rules, policies, and procedures of the school
- h. Assist them in the submission of all forms, applications, and documents to the school in a timely manner
- i. Instruct them on the correct procedure for logging in to record daily attendance
- j. Monitor their computer use to assure that computer equipment and software are used for educational purposes and in accordance with school policy
- k. Work with them and his/her mentor to ensure successful completion of the curriculum within the allowable timeframe
- l. Assure that all work submitted was completed solely by that student

III. Academic Support

- a. Each online course contains content and assignments that are aligned with Pennsylvania's content standards or other nationally accepted content standards. They are written by highly qualified teachers and have been through a rigorous multi-step review process.
- b. Each lesson of each online course contains multiple methods for students to learn the material that accommodate different learning styles. Additionally, each online course has an online textbook that was written specifically to accomplish the lesson objectives. Furthermore, each lesson has an assessment in order to gauge the student's understanding of the lesson objectives. Note, however, that Advanced Placement courses may not have all of these features as these courses are being acquired from a third party vendor.
- c. Each student will have an online teacher that will monitor the student's progress and, if necessary, create interventions to help the student master the lesson objectives.
- d. Each student will be able to seek assistance from an online, on-demand tutor. This tutor, available from 8:00 am to 5:00 pm on weekdays, is a highly qualified teacher who can provide additional assistance to aid the student's learning
- e. Each student will have a mentor appointed by the local school district to help monitor the student's progress, and help coordinate assistance, if necessary.
- f. System Maintenance
  - i. All system maintenance will be conducted weekly on Friday's beginning at 9:00 PM EST.
  - ii. Students will report all issues to their mentor, and if directed to their district's tech department. In the body of the email please provide enough details to address the issue, and attach any screen shot you feel necessary.



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- **If a student is involved with the CDS Online Academy can s/he participate in extracurricular activities?** YES. A student must contact the brick and mortar school guidance counselor and/or school principal (i.e. CD High School) for additional information/scheduling/opportunities. The brick and mortar school personnel/officials are the ones to make this decision/scheduling opportunities.
- **Will students enrolled in the CDS Online Academy receive a Central Dauphin School District diploma upon completion of graduation requirements?** YES. Students who successfully complete all graduation requirements in accordance to the Central Dauphin School District will receive a CDS diploma.
- **Who will participate in the CDS Online Academy?** The CDS Online Academy is open to general education, alternative education, expelled, special education, homebound, and homeschooled students that meet the criteria for admission as stated in this application. Students must be registered with the Central Dauphin School District. Students need to be approved by their building principal and guidance counselor.
- **What is the attendance policy?** District Policy 204 will be followed by those students registered with the district and following the district calendar.
- **Can a student be removed from the CDS Online Academy?** YES. A student will be removed from the CDS Online Academy due to poor attendance during enrollment – in accordance to the district Attendance Policy and District Attendance Protocol or for inappropriate and/or disrespectful behavior. The Student Code of Conduct will be followed for any infractions, with Input from the student's building principal and guidance counselor.
- **What are the obligations of a CDS Online Academy student?** An online student must adhere to the district calendar and marking period deadlines. In order to be successful there is a tracking of completed lessons. The student must complete a minimum required amount of work each school week (reference the school calendar). A student is notified of what minimum work requirement at the start of the program following enrollment. Work can be completed on weekends, holidays, and during school cancellations (i.e. snow days). Educational Trip forms may be submitted in accordance with School Board Policy.
- **Can students complete courses on a part time basis?** YES. A student may participate on a part time basis only with Principal approval. The school calendar (i.e. end of marking period deadlines) must be followed. The course can be taken during a study hall, built into the school schedule, or be completed at the home of the enrolled student. Course offerings will vary; high school guidance counselors may be contacted for a list of course offerings.
- **Will students be charged a fee to enroll/courses?** Students who exceed 6 courses per marking period will need to pay for additional courses to meet graduation requirements.
- **Who will be teaching the online courses?** Online teachers from Edison Learning and Accelerated Education will provide grades for courses. The grades are given to guidance counselors and written on transcripts. CDS will provide all students with an advisor to help monitor grades, attendance and offer support to the students as needed. The advisor will also maintain regular communication with the home school principal and guidance counselor, parent/guardian and CDS Online Academy principal.
- **How are credits earned in the CDS Online Academy?** CDS Online Academy includes quarter, semester and full year courses. Each 1 credit (full year) course contains four parts (grades 7-12). Each part contains three units (grades 7-12). Each unit contains approximately fifteen lessons (grades 7-12). Students are expected to complete one lesson in each course per school day. Following this schedule, each course part will require completion of at least 45 lessons/exams/quizzes to fulfill a marking period. For additional information please contact the brick and mortar school guidance counselor and/or the CDS Online Academy Principal.
- **How will students access text books for online courses?** The textbooks for courses are available online.
- **What if I finished course parts early?** If you finish a course part early (before the end of a Marking Period) then the next part will be assigned automatically. Once a part is finished regardless of where it falls in a Marking Period, the next part of that course is added to your schedule.
- **What support do I receive from CDS?** The CDS Online Academy has CDS teachers who support and guide students through the program. Our mentors are Toni Shughart (also CAOLA math teacher) and Shane Adams. A mentor will be assigned to students upon acceptance into the online program.
- **What does a student do for help once in the online program?** The student is responsible for seeking help from his/her online teachers, advisor, or principal.



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**CD ONLINE ACADEMY-CAOLA REQUIREMENTS**

**ATTENDANCE:**

Full time CAOLA students will be required to report any daily absences (illness) by sending an excuse to the online principal. Because a parent/guardian signature must be on it, it can be emailed and scanned to [jamiller@cdschools.org](mailto:jamiller@cdschools.org), faxed to 717-561-4977 or brought to Chambers Hill Elementary School. The absence must be reported by the parent within 3 days of the occurrence. Please include in your note the name of the student, the date of the absence or absences, and reason for the absence. All absences, both excused and unexcused, will be governed by Policy 204 of the school district. The online principal will forward this excuse to the Attendance Secretary of the brick and mortar school, who will document it on the student's record. CAOLA students will be marked present by the school of record unless a notification is received by Dr. James A. Miller.

**COMPLETED LESSON REQUIREMENT AND TRACKING:**

CAOLA full time students' completed lessons are tracked each week. The **requirement** is for students to complete a total number of lessons per week based on how many courses times 5 school days, but students' completed lessons will be counted and tracked for a 7 day period. The consistent work week to complete lessons will be Sunday (12:00 am)- Saturday (11:59pm) throughout the year.

\*\*\*Exception to this may be for those students who attend school at either one of the "brick and mortar" Central Dauphin high schools. If a student attends classes at CD High or East High School and is provided an opportunity to complete CDS Online Academy courses, the work expectation is that of the high schools. CDS Online Academy work must be completed every school day. The following is an example for those taking only CDS Online Academy courses.

Number of Courses in a schedule	Number of lessons/assignments required for the week (minimum)
6	30
5	25
4	20
3	15
2	10
1	5

If a student does not meet the required number of completed lessons each week, they will accumulate demerits. If students accumulate demerits, students will be put on an intervention plan to help the student successfully complete the requirements. If students continue to accrue demerits, the home school will be contacted and there will be a meeting to discuss the appropriate program placement and steps moving forward. Removal from the CDS Online Academy course may occur if work completion expectation is not met.

As students finish each part of their courses, they would be assigned to the next part. This can happen at any time. Due to this, students can potentially finish the school year early as long as they have completed all their course work (all 4 parts) for the school year. If at the end of the school year there is enough time, (i.e. 2 months), a student may be approved to complete another elective (semester or quarter course). Only principals can make this approval.

Each part equates to a marking period. Even if a student starts part 2 during the 1st marking period, the part 1 final grade would go to the 1st marking period report card. Part 2 is for marking period 2. Part 3 is for marking period 3. Part 4 will be placed on marking period 4 report cards.

**Questions/Comments/Concerns**

If you have any questions, comments, and/or concerns, please contact your mentor and/or Dr. James A. Miller (Principal).



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**Academic Integrity/Plagiarism Policy**

**\*\*Read, Sign, and Return with Application**

It is expected that all work submitted for the purpose of meeting online course requirements represents the original efforts of the individual student. This includes, but is not limited to exams, homework, course assignments, and the original creation of essays, compositions, term papers and scientific research. All work submitted by a student should be a true reflection of his or her own effort and ability. If such is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action. Administrators, faculty, mentors, students and families are all important contributors to the upholding of academic integrity in the online learning community.

Plagiarism is defined as copying/stealing and passing off as one's own the ideas or words of another, using someone else's created product without crediting the source, or committing literary theft. Examples include the following:

- o Turning in a paper retrieved from an Internet source as one's own
- o Using another student's work in whole or part and handing it in as one's own
- o Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source
- o Using another person's idea, opinion, or theory without citing the source
- o Using any facts, statistics, graphs, drawings, pictures, sounds or other piece of information which you found from any source that is not common knowledge, without citing the source
- o Using quotations of another person's actual spoken or written word without citing the source
- o Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source

Plagiarism will result in a "zero" (no credit) on the assigned paper or project.

Teachers will provide written documentation of the plagiarism and will use the following procedure:

- A. Discussion with the student
- B. Referral to the school principal or assistant principal
- C. Call to parents by the principal or teacher
- D. Principal's referral to co-curricular coaches/advisors and National Honor Society as applicable

When plagiarism is found to have taken place, the student must still meet the minimum requirement(s) of the course by rewriting the assignment according to teacher specifications. The student's grade on the rewritten assignment will be no higher than a "C." Failure to rewrite the assignment will result in an "F" for that assignment.

A second plagiarism offense will automatically result in an "F" for the course.

**I have read and understood the requirements and responsibilities of enrolling in CAOLA.**

**Student Printed Name:**

**Student Signature:**

**Parent/Guardian Printed Name:**

**Parent/Guardian Signature:**

**In order to enroll in CAOLA, a signature is required by the home school counselor.**

**Counselor Signature:**